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William Burker Son

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ADMINISTRATIVE INSTRUCTION NO.

20 September 1949

Covert Support Staff

SUBJECT: Reorganization

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise as a result of implementing General Order lated 20 September 1949, pending appropriate revision of current directives.

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2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 1 October 1949: October 1949:

*	Column (1)	(4) (4) (4)	Colurn (2)
(1)	Personnel Officer	(1)	Personnel Director Chief of Overt Support Chief of Covert Support
(2)	Budget Officer	(2) (2) (2)	Budget Officer Chief of Overt Support Chief of Covert Support
(3)	Services Officer	(3) (3)	Chief of Covert Support Chief of Covert Support
(4)	Overt Deputy Personnel Officer	(4)	Chief, Personnel Division, Overt Support Staff
(5)	Covert Deputy Personnel Officer	(5)	Chief, Personnel Division, Covert Support
(6)	Overt Deputy Budget Officer	(6)	Chief, Fiscal Division, Overt Support Staff
'(7)	Covert Deputy Budget Officer	(7)	Chief, Fiscal Division, Covert Support Staff
(8)	Overt Deputy Services Officer	(8)	Chief, Services Division, Overt Support Staff
(9)	Covert Deputy Services	(9)	Chief, Services Division,

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Officer

- (10) Chief and Assistant Chief, (10) Chief and Assistant Supply Division, Services
- Chief, Supply Branch. Services Division, Overt Support Staff
 - (10) Chief and Assistant Chief, Supply Branch, Services Division, Covert Support Staff
- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective 1 October 1949, written and verbal requests for support action will be routed directly to the Division of the Overt or Covert Support Staff charged with the functional responsibility for action. The Chiefs of the Overt and Covert Support Staffs will not maintain distribution centers or become offices of record.
 - 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
- b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with Basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
- c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.

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Rear Admiral, USN
Director of Central Intelligence

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

25X1A	ADMINISTRATIVE INSTRUCTION NO. SUBJECT: Reorganization	5 October 1949
25X1A	Administrative Instruction No.	dated 20 September 1949.
25X1A	1. The following interim instructions a new administrative and staff requirements whi implementing General Order (revised), appropriate revision of current directives.	on will arise as a result of dated 5 October 1949, pending
	2. a. Delegations of authority to the below contained in current directives are in column (2) below, effective 5 October Column (1)	nereby redelegated as indicated 1949:
	(1) Personnel Officer	(1) Personnel Director (1) Chief, Administrative Staff (1) Chief, Special Support Staff
	(2) Budget Officer	(2) Budget Officer (2) Chief, Administrative Staff (2) Chief, Special Support Staf.
	(3) Services Officer (4) Overt Deputy Personnel Officer	 (3) Chief, Administrative Staff (3) Chief, Special Support Staf (4) Chief, Personnel Division, Administrative Staff
	(5) Covert Deputy Personnel Officer (6) Overt Deputy Budget Officer	(5) Chief, Employees Division, Special Support Staff
		(6) Chief, Fiscal Division, Administrative Staff
	(7) Covert Deputy Budget Officer	(7) Chief, Finance Division, Special Support Staff
ł	(8) Overt Deputy Services	(8) Chief, Services Division, Administrative Staff
		and the first program of

- Officer
- (9) Covert Deputy Services (9) Chief, Procurement and Supply Division, Special · Support Staff
- (10) Chief and Assistant Chief, Supply Division, Services
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Administrative Staff
- (10) Chief and Assistant Chief, Supply Branch; Procurement and Supply Division, Special Support Staff 1 A STORY OF THE
- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective 5 October 1949, written and verbal requests for support action will be routed directly to the Division of the Administrative or Special Support Staff charged with the functional responsibility for action. The Chiefs of the Administrative and Special Support Staffs will not maintain distribution centers or become offices of record.
- 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
- b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
- o. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations. the contract of the second

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CENTRAL INTELLIGENCE AGENCY Washington, D. C.

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ADMINISTRATIVE INSTRUCTION NO.

20 September 1949

SUBJECT: Reorganization

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1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise. as a result of implementing General Order dated 20 September 1949, pending appropriate revision of current directives.

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2. a. Delegations of authority to the officials listed in column (1) below contained in current directives are hereby redelegated as indicated in column (2) below, effective 1 October 1949:

Column (1)	Column (2)
(1) Personnel Officer	(1) Personnel Director (1) Chief of Overt Support (1) Chief of Covert Support
(2) Budget Officer (3) Services Officer	(2) Chief of Overt Support(2) Chief of Covert Support =
(4) Overt Deputy Personnel Officer (5) Covert Deputy Personnel Officer	Division, Overt Support Staff (5) Chief. Personnel Divi-

- (6) Overt Deputy Budget Officer (6)
- Chief, Fiscal Division, Overt Support Staff
- (7) Covert Deputy Budget Officer (7) Chief, Fiscal Division, 4 (85) 31 (1997)
 - Covert Support Staff
 - (8) Overt Deputy Services Officer
- (8) Chief, Services Division, Overt Support Staff
- Covert Deputy Services Officer
- (9) Chief, Services Division, Covert Support Staff

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- (10) Chief and Assistant Chief, Supply Division, Services Office
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Overt Support Staff
- (10) Chief and Assistant Chief, Supply Branch, Services Division, Covert Support Staff
- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective 1 October 1949, written and verbal requests for support action will be routed directly to the Division of the Overt or Covert Support Staff charged with the functional responsibility for action. The Chiefs of the Overt and Covert Support Staffs will not maintain distribution centers or become offices of record.
- 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
- b. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters requiring any staff or coordinated staff action be routed through the CIA Staff Office charged with Basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
 - c. These instructions are not intended to bar in any way direct access to the Director on the part of any Assistant Director or CIA Staff Chief, or to affect any appropriate direct discussions in connection with the substance of intelligence reports and certain operational matters which do not by their nature require prior CIA Staff coordination, review and recommendations.

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R. H. HILLENKOETTER Rear Admiral, USN Director of Central Intelligence

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ADMINISTRATIVE INSTRUCTION (devised) 5 october 1949

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Recession: Reorganization Take International Procession: And Anted 20 September 1949

1. The following interim instructions are published as a guide to meet new administrative and staff requirements which will arise dated as a result of implementing General Order No. 20 September 10.8, pending appropriate revision of current directives. 5 October 1946

	Column (1)		Colurn (2)
(1)	Personnel Officer	(1) (1) (1)	Personnel Directore Staff Chief, of Govert Support Chief, of Govert Support
(2)	Budget Officer	(2) (2) (2)	Special Support Staff Budget Officer pative Staff Chief of Overt Support Chief of Covert Support
(3)	Services Officer	(3) (3)	Chief of Covert Support Special Support STAFF Chief, of Covert Support Chief of Govert Support Chief of Govert Support Special Support STAFF
(4)	Overt Deputy Personnel Officer	(4)	Chief, Personnel Division, Swert Support Staff Administrative
(5)	Covert Deputy Personnel Officer	(5)	Chief, Frischnel Division, Spreat Support
(6)	Overt Deputy Budget Officer	(6)	Chief, Fiscal Division,
(7) ,	Covert Deputy Budget Officer	(7)	Chief, Fiscal Division, Sovert Support Staff
(8)	Overt Deputy Services Officer	(8)	01-1-0 0
(9)	Covert Deputy Services ((9)	Chief, Services Division, Cupt Support Staff Administrative Chief, Services Division, Covert Support Staff Special
			Jean

- (10) Chief and Assistant Chief, (10) Chief and Assistant Supply Division, Services Office
- Chief, Supply Branch, Services Division, (10) Chief and Assistant Chief, Supply Branch,

PRICUREMENT & Services Division, Supply Covert Support Staff Special

- b. The above redelegations will be exercised only within the published functional responsibilities of the officials concerned.
 - c. Previous delegations not listed above remain unchanged.
- 3. Effective 2 October 1949, written and verbal requests formula tentile support action will be routed directly to the Division of the evert or Govert Support Staff charged with the functional responsibility for action. The Chiefs of the Grant and covert Support Staffs will not maintain distribution centers or become offices of record. Special
 - 4. a. Proper internal Agency coordination and staff action must be attained in our current stage of development. The Director will not hereafter accept directly or take action on any matter not properly processed as indicated below.
 - b. t. The revised functions of the Executive and the Coordination, Operations and Policy Staff make it essential that all matters recuiring any staff or coordinated staff action be routed through recurring any starr or coordinated starf action be routed through the CIA Starf Office charged with Basic functional responsibility for such action, and the office of the Executive, prior to reference to the Director.
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